

## Work Calendar for Certified Staff 2023-24

### Pre-School Year Calendar, 2023-24

<p><b>Mon. 8/28</b> Orientation for <b>new</b> certified staff ----- Option for flexible work day for <b>returning</b> certified staff</p>	<p><b>Tues. 8/29</b> District Welcome Back 8:00-9:00 ----- Building discretion</p>	<p><b>Wed. 8/30</b> District professional learning day for <b>all</b> certified staff</p>	<p><b>Thurs. 8/31</b> Building discretion</p>	<p><b>Fri. 9/1</b> Building discretion</p>
<p><b>Mon. 9/4</b> Holiday</p>	<p><b>Tues. 9/5</b> Work day for all <b>new</b> certified staff ----- Option for flexible work day for <b>returning</b> certified staff</p>	<p><b>Wed. 9/6</b> First day of school for students</p>	<p><b>Thurs. 9/7</b></p>	<p><b>Fri. 9/8</b></p>

- **Tuesday, 8/29. ALL STAFF** are invited to virtually attend the district welcome back activity, scheduled from 8:00-9:00 AM Tuesday. Staff teams are encouraged to gather as a group to cheer on their colleagues across the district.
- **Wednesday, 8/30.** All certified staff members are expected to attend district-organized professional learning activities (more details to follow).
- All sites are required by the Collective Bargaining Agreement (CBA) to set aside one full work day (7.5 hours) for certified staff **at times selected by the building administrator on 8/29, 8/31, or 9/1.** *This can be two half-day work times or one full-day work time: to maximize effective work time for staff, do not break this time period into smaller segments.* Do not schedule ANY meetings for certified staff during these times.
- **The CBA requires a second pre-school year WORK DAY.** In order to offer returning certified staff flexibility over the Labor Day Holiday weekend, they have the **option** of completing their work day EITHER Monday, 8/28, OR Tuesday, 9/5.
- **Our certified staff's work calendar is 190 days. Day 190 is a personal choice IN-SERVICE "day"** (7.5 hours, which can be divided into shorter segments) that certified staff can serve any time **outside their contracted work hours** between June 21, 2023, and June 18, 2024. *Note: This is not an "extra" day for staff; their paychecks reflect 190-day contracts.* Below is a list of some examples of appropriate use of these hours:

- ✓ Multi-day trainings in mathematics or literacy
- ✓ Innovative Teaching and Learning Conference
- ✓ AP, pre-AP or IB training
- ✓ Action research class
- ✓ Instructional technology classes
- ✓ Special education training or classes
- ✓ Safe Schools training (four hours maximum)
- ✓ Four 2-hour sessions with department teachers to create common assessments
- ✓ Two half-day planning sessions with a grade level team to embed strategies to support English language learners within a *Wonders* unit
- ✓ Eight one-hour meetings of a building equity team
- ✓ Content-specific articulation work
- ✓ Priority standards work sessions
- ✓ **(for new certified staff only) = orientation Monday, 8/28.**